



CITY OF BACKUS CITY COUNCIL AGENDA REQUEST FORM

Instructions:

Complete this form to request placement on a City Council meeting agenda. Submit this form and all required materials to the City Clerk by the established agenda deadline. Incomplete or late submissions may be deferred.

1. Requestor Information: Name: _____ Phone Number: _____

Organization/Entity (if applicable): _____

Address: _____ Email Address: _____

2. Agenda Item Information

Requested Meeting Date: _____ Title of Agenda Item: _____

Type of Request (check one):

- Presentation Discussion Action Requested Informational Only

3. Description of Request (Provide a clear and concise summary of the topic and purpose.)

4. Requested Council Action (if any) (Describe any specific action you are asking the Council to take.)

5. Supporting Materials

- Attached (Required for consideration and must be submitted prior to the deadline established by the City clerk)

List all attached documents:

6. Presentation Details: Will you be attending the meeting in person or just submitting items? Yes No

Will you be presenting at the meeting? Yes No

Presentation times are limited to 3-5 mins, if you need a longer time limit please inform the City Clerk.

Estimated time needed: _____

Will you provide a written statement or materials to be read into the record? Yes No

7. Certification

I certify that all information provided is accurate and that all materials intended to be presented have been submitted in compliance with City policy and deadlines.

Signature: _____

Date: _____

For Office Use Only: Date Received: _____ Agenda Deadline Met: Yes No Approved for Agenda: Yes No

Meeting Date Scheduled: _____ Date Submitter was informed: _____